

## BACKGROUND CHECKS

ICHAT OFFERS FEE-WAIVED MICHIGAN CRIMINAL HISTORY BACKGROUND CHECKS TO NON-PROFIT CHARITABLE AGENCIES.

If your program utilizes volunteers or members who work with vulnerable populations such as children or the frail elderly, it is important to perform a criminal history background check on every person who works with them. This is necessary both for the safety of those you serve and for the credibility of your program.

The Michigan State Police provides the Internet Criminal History Access Tool, or ICHAT, which allows you to instantaneously access the criminal history records of individuals who have been convicted of a crime in Michigan. ICHAT is an easy way to access this information, and the fee is waived for non-profit charitable agencies (the cost is \$10.00 per request for for-profit businesses and private individuals).

To access ICHAT, type <https://mi-mall.michigan.gov/ichat> in your browser. If you have not used ICHAT before, you will need to register yourself and your organization. For each entry, you will need the subject's full name, sex, race, and date of birth. The response will provide all personal descriptors on file and a list of cases for which the subject has been convicted and all recorded data related to that conviction. Please note that this search will only include convictions recorded in Michigan, and does not include driving records, or convictions received in other states.

To obtain an Agency Identification Number (AIN - necessary to perform the checks) you will need to fax the following information to Ted Kilvington at 517-322-0635.

- Organization name
- Address
- Telephone number
- Federal ID number (for non-profit charitable, government agencies and school districts)
- A copy of your 501c3 certificate (for all other non-profit charitable organizations)
- Name of contact person
- Email address

For more information on accessing criminal history records, or to find out about more in-depth criminal history searches, visit [www.michigan.gov/msp](http://www.michigan.gov/msp), and click on "Crime Prevention, Safety & Services" in the left-hand column, then click on "Police Services for Citizens," then click on Requesting Criminal History Records.